

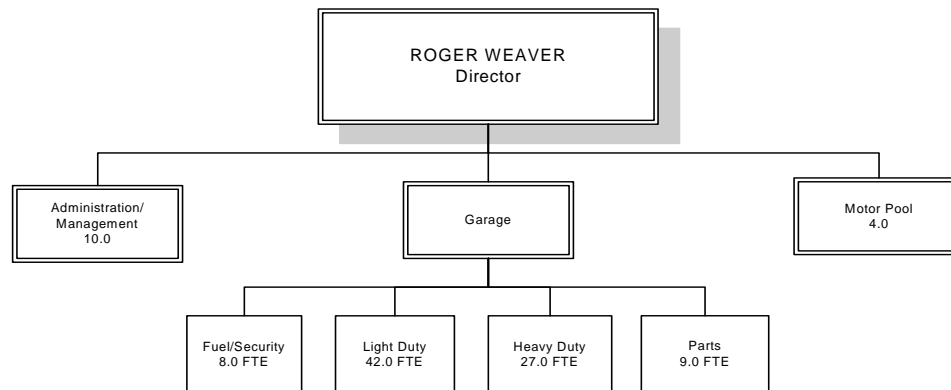
FLEET MANAGEMENT

Roger Weaver

MISSION STATEMENT

The mission of the Fleet Management Department is to provide vehicles, equipment, and services to the officials and employees of the county so that they can provide the services that promote the health, safety, well being, and quality of life of the residents of the county.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2004-05				
	Operating Exp	Revenue	Revenue Over/ (Under) Exp	Staffing
Garage	9,953,923	10,520,000	566,077	97.0
Motor Pool	8,519,141	10,265,000	1,745,859	4.0
TOTAL	18,473,064	20,785,000	2,311,936	101.0

Garage

DESCRIPTION OF MAJOR SERVICES

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication, and emergency field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support fleet operations.

The Garage budget unit is an internal service fund (ISF). All operational costs of the Garage Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to be used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.



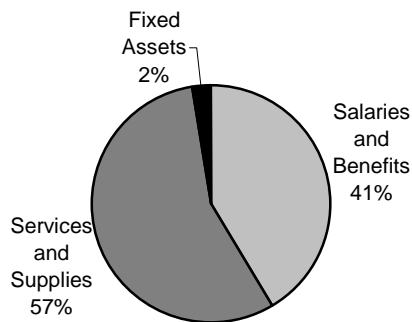
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	13,530,275	7,343,777	8,891,403	9,953,923
Departmental Revenue	13,269,231	8,191,300	8,968,736	10,520,000
Revenue Over/(Under) Expense	(261,044)	847,523	77,333	566,077
Budgeted Staffing		94.0		97.0
Fixed Assets	22,790	170,000	-	371,800
Unrestricted Net Assets Available at Year End	36,637		587,805	

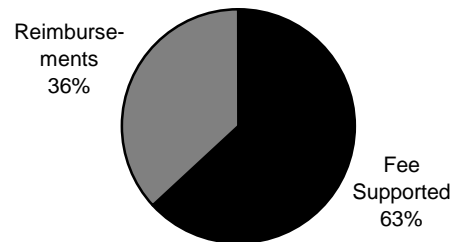
Workload Indicators

Number of work orders	16,245	17,000	18,059	18,000
Number of billable shop hours	67,656	71,000	77,995	80,000
Warehouse sales \$	1,072,776	1,000,000	1,070,205	-
Parts sales \$	2,196,707	3,000,000	2,419,115	3,000,000
Fuel gallons dispensed	2,988,433	2,900,000	3,010,954	3,000,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

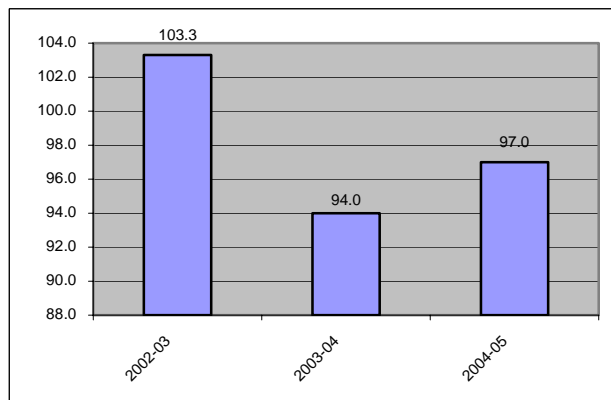


2004-05 BREAKDOWN BY FINANCING SOURCE

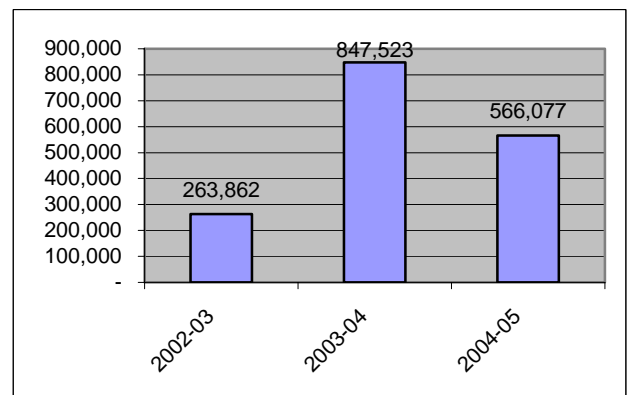


NOTE: This budget is expected to increase unrestricted net assets by \$194,277.

2004-05 STAFFING TREND CHART



2004-05 REVENUE OVER/(UNDER) TREND CHART



GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Garage

BUDGET UNIT: ICB VHS
FUNCTION: General
ACTIVITY: Central garage

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	5,523,457	5,861,042	6,482,179	(21,841)	6,460,338
Services and Supplies	8,005,227	6,007,286	6,012,301	2,771,672	8,783,973
Central Computer	27,926	34,836	36,434	-	36,434
Transfers	620,978	331,210	331,210	235,312	566,522
Total Exp Authority	14,177,588	12,234,374	12,862,124	2,985,143	15,847,267
Reimbursements	(5,536,185)	(5,140,597)	(5,140,597)	(1,002,747)	(6,143,344)
Total Appropriation	8,641,403	7,093,777	7,721,527	1,982,396	9,703,923
Depreciation	250,000	250,000	250,000	-	250,000
Total Requirements	8,891,403	7,343,777	7,971,527	1,982,396	9,953,923
Departmental Revenue					
Use of Money and Prop	14,716	20,000	20,000	-	20,000
Current Services	8,935,024	8,171,300	8,925,369	1,574,631	10,500,000
Total Revenue	8,968,736	8,191,300	8,945,369	1,574,631	10,520,000
Revenue Over/(Under) Exp	77,333	847,523	973,842	(407,765)	566,077
Budgeted Staffing		94.0	98.0	(1.0)	97.0
Fixed Assets					
Improvement to Structures	-	20,000	20,000	191,800	211,800
Equipment	-	150,000	150,000	10,000	160,000
Total Fixed Assets	-	170,000	170,000	201,800	371,800

In 2004-05, services and supplies are increased due mainly to rising fuel costs. Revenues are expected to increase due to an increase in budgeted staff performing billable functions and the implementation of revised rates as approved by the Board on March 2, 2004.

DEPARTMENT: Fleet Management
FUND: Garage
BUDGET UNIT: ICB VHS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	94.0	7,343,777	8,191,300	847,523
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	375,456	375,456	-
Internal Service Fund Adjustments	-	6,613	6,613	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	382,069	382,069	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	4.0	245,681	372,000	126,319
Subtotal	4.0	245,681	372,000	126,319
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	98.0	7,971,527	8,945,369	973,842
Department Recommended Funded Adjustments	(1.0)	1,982,396	1,574,631	(407,765)
TOTAL 2004-05 FINAL BUDGET	97.0	9,953,923	10,520,000	566,077
2003-04 FINAL FIXED ASSETS		170,000		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items	-	-	-	-
Impacts to Fixed Assets Due to State Budget Cuts	-	-	-	-
Department Recommended Changes in Fixed Assets		201,800		
TOTAL 2004-05 FIXED ASSETS BUDGET		371,800		



DEPARTMENT: Fleet Management
 FUND: Garage
 BUDGET UNIT: ICB VHS

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Increased demand for services Add 1.0 Motor Fleet Mechanic II to perform lead worker responsibilities for the night shift in the Auto Shop. Add 1.0 Motor Pool Assistant to perform non-billable shop functions at the Apple Valley Service Center, which are currently performed by higher cost technical staff. The addition of these positions will increase productivity and customer service.	2.0	105,996	168,000	62,004
2. Delete administrative position Delete 1.0 Fiscal Clerk I due to efficiencies in the department's business office.	(1.0)	(42,605)	-	42,605
3. Delete central warehouse functions Delete 2.0 Storekeeper due to the elimination of the central warehouse function as part of the Fleet Management budget. Certain supplies and equipment used by the department are now all accounted for in its Parts Shop cost center (80% of the warehouse function), some supplies are no longer stocked, and supplies carried for Trans/Flood are now stocked and issued through Central Stores. Salaries and benefits are decreased by \$85,232; services and supplies are decreased by \$20,964; and revenues are decreased by \$29,140.	(2.0)	(106,196)	(29,140)	77,056
4. Increased demand for fuel and parts Services and supplies are increased due to rising fuel costs and a higher demand for automotive parts. The demand for parts has risen due to delays in the purchase of new vehicles in 2002-03 because of the fixed asset freeze in effect at the time. As a result, the 2003-04 vehicles were not purchased at the beginning of the fiscal year. Services and supplies are increased by \$2,792,636; transfers are increased by \$235,312; reimbursements are increased by \$1,002,747; and revenues are increased by \$1,719,771.	-	2,025,201	1,719,771	(305,430)
5. Decreased revenues The 2003-04 Garage rates approved by the Board on March 4, 2003 were predicated on accumulating two months of working capital in five years and equated to approximately \$850,000 the first year and \$400,000 per year thereafter (at June 30, 2003, the department's unrestricted net assets were \$36,637). The 2004-05 Garage rates approved by the Board on March 2, 2004 were predicated on accumulating the working capital over a total six year period. The contribution in 2004-05 is expected to be \$566,000.	-	-	(284,000)	(284,000)
Total	(1.0)	1,982,396	1,574,631	(407,765)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. CIP Projects Approved CIP requests for lease of the Victor Valley Service Center; removal of underground tanks and installation of aboveground fuel tanks in Barstow; and replacement of the air handler for building no. 1 at the Lena Road service center.	191,800
2. Equipment needed Two tire machines at \$5,000 each for the auto shop.	10,000
Total	201,800

